

Maintenance Technician I

Nature of Work

This is skilled maintenance work involving the routine maintenance of county owned facilities and properties. Activities associated with the job require knowledge and proficiency in several trade areas including plumbing, carpentry, electrical circuitry and control systems, natural gas lines and components, commercial appliance repair, landscaping and lawn maintenance, painting, roofing, masonry and building maintenance. Additional activities include locking and unlocking public facilities, answering and responding to phone calls regarding needed maintenance repairs and requests, receiving and storing cleaning supplies and materials and insuring the overall security of county owned facilities. Activities associated with the job can be physically demanding, potentially hazardous and incumbents are exposed to all types of weather conditions. Job responsibilities require considerable experience in building and lawn maintenance, good organizational and interpersonal skills and sufficient strength and agility to perform the physically demanding aspects of the job. Job performance is evaluated by the Maintenance Supervisor through review of the overall cleanliness and maintenance of county owned facilities, ability to prioritize activities and meet workload demands, knowledge of construction and building maintenance trades, organizational skills and the ability to interact effectively with co-workers and the public.

Illustrative Examples of Work

- Inspects boilers, chillers and other major heat and air components to ensure the proper operation and setting of controls on a daily basis.
- Ensures that all courthouse offices are opened on time, answers and responds to phone calls pertaining to maintenance activities and relays messages to maintenance staff.
- Assists in repairing or replacing broken water lines, faucets, flush valves, commodes, sinks and other plumbing system components.
- Takes care of the lawns and gardens around the main court house and performs seasonal pruning, mowing, fertilizing and landscaping activities.
- Performs routine maintenance and repair of heating, venting and air conditioning systems and replaces filters according to established schedules.
- Repairs and/or replaces light bulbs and fixtures when necessary.
- Assists with stripping, waxing and buffing floors on a regular schedule.
- Assists with running wire and conduit for computer and telephone lines.
- Orders and receives cleaning materials and supplies and delivers cleaning supplies to the housekeeping staff.
- Locks and un-locks County owned facilities and responds to security alarms when necessary.
- Assists with unstopping commodes and drainage lines.
- Performs routine preventive maintenance at county operated facilities and maintains a daily log of maintenance activities.

- Assists in maintaining emergency diesel generators and conducting periodic tests.
- Troubleshoots and repairs electrical circuits and replaces switches and receptacles when needed.
- Assists with the maintenance of parking lots, side walks and exterior lighting for county operated facilities.
- Repairs locks, doorknobs and catches when necessary.
- Distributes supplies and other materials to county facilities as needed.
- Assists with the installation of new electrical conduit for additions or alterations to existing systems.
- Assists with hanging, patching and repairing sheet rock.
- Assists with various masonry projects such as sidewalks, parking areas, retaining walls, etc.
- Paints structures, walls, additions, and a variety of exterior surfaces using the appropriate type of paint.
- Repairs and/or installs ceiling and floor tile.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school with additional training and/or education in vocational trade areas; considerable experience working in building maintenance and construction trade areas such as carpentry, electrical repair, plumbing, masonry, painting, roofing and building maintenance; experience working with the public; sufficient physical ability to perform the job in a variety of weather conditions; or any equivalent combination of education and experience to provide the following critical knowledge, abilities, and skills:

- Thorough knowledge of industrial cleaning agents, supplies and materials.
- Knowledge of electronic circuitry, electric motors and multi-phase electrical systems.
- Knowledge of the carpentry, electrical and plumbing trades.
- Knowledge of natural gas supply lines and components.
- Knowledge of central heating and air conditioning components, controls, circuitry and systems.
- Knowledge of the painting, masonry, roofing and building maintenance trades.
- Knowledge of the safety procedures (including electrical tag out and Material Safety Data Sheets) associated with the designated trade areas.
- Knowledge of wiring diagrams, schematics, blueprints and as-built drawings.
- Knowledge of landscaping and lawn equipment maintenance including preventive maintenance procedures.
- Ability to organize personal time and activities in a productive and efficient manner.
- Ability to communicate and interact in a professional and considerate manner with co-workers, local officials and the public.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Ability to troubleshoot and analyze heating and air equipment malfunctions and electrical circuitry.
- Ability to apply technical information effectively on the job and learn new information and techniques associated with the identified trade areas.

- Ability to work in a variety of work environments with frequent exposure to weather and climate extremes and mechanical, electrical and chemical hazards.
- Skill in the use of power and hand tools and diagnostic equipment associated with the identified trade areas.
- Skill in the operation of motor vehicles.

Necessary Special Requirements

- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.